



LFUCG Department of Social Services
Division of Youth Services

Title: Youth Services Administration Intern

Salary: This is a non-paid position

Hours: Available 10-30 hours/week, Monday, Tuesday, Wednesday, Friday. Occasional weekend hours. Open during fall and spring semesters.

Objective: The selected intern will assist with database maintenance, fundraising, volunteer recruitment and training sessions; learn court, welfare, and CASA legal systems; assist with board development and strategic planning.

Duties:

- Administrative Assistance: phones, copying, mailing, data entry, document production
- Assist staff on preparing and conduction presentations on CASA programs
- Assist staff with fundraising, special event planning and production
- Provide CASA case management and support services to CASA staff

Requirements:

- Open to all students, with preference given to students majoring in social work, psychology, family studies, computer science, marketing or other related fields of study
- Excellent writing and communication skills
- Knowledge of social service policy and community outreach programs
- Computer proficiency: MS Office, internet, etc.
- Schedule flexibility
- Ability to abide by strict confidentiality guidelines
- Applicants must complete Department of Social Services application and submit to background checks, and take an oath of confidentiality

Application Instructions: Please submit Department of Social Services application, resume, cover letter indicating hours of availability and writing sample to Debra King: debrak@lexingtonky.gov